



Department of Development

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TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster

FROM: Chandler M. Poole, Director

DATE: April, 29, 2014

SUBJECT: Returning Intern- Mackenzie Mills

I request permission to engage a returning intern, Mackenzie Mills. Mackenzie is a student at Indiana University and worked with us last summer. We were pleased with her work and are glad to have her back with us for the summer. Mackenzie will be working up to 15 hours per week on general issues for the development department as well as researching rental statistics. She will report directly to Chandler Poole and receive \$10/hour starting May 18, 2014 through August 2014.